

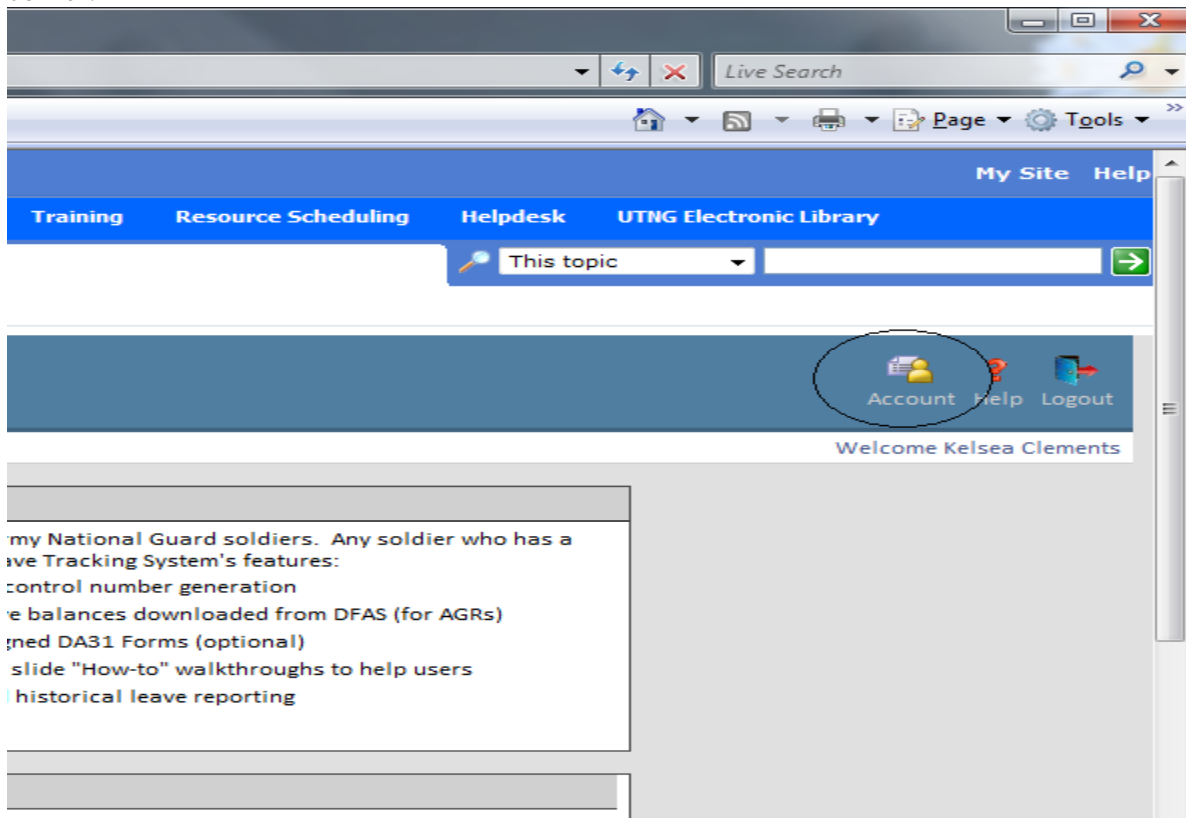
Changing Leave Groups

The **soldier** is responsible for changing their leave group when they transfer from one unit to another or they are assigned to a different leave group.

Go to the Leave site: <https://ftsmcs.ngb.army.mil/>

If the page doesn't load initially, try a refresh. (The F5 key or the refresh arrows on the url bar).

From the ARNG Leave Tracking System home page click on the Account icon in the upper right corner.



On the new web page scroll down to the Leave Information box. On the Change user's group: click on the drop down arrow. Select the new group you are assigned to. (You can get this information from your supervisor).

Click on the Save button, a green bar will show

- The user's leave group was successfully changed